

**1 SEPTEMBER 1999**



**Maintenance**

**TIME COMPLIANCE TECHNICAL ORDER /  
ONE TIME INSPECTION IMPLEMENTATION**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 62 LG/QAP (TSgt Montrose)

Certified by: 62 LG/QA (CMSgt Burrts)

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This instruction provides specific guidance and responsibilities for implementing the HQ AMC Time Compliance Technical Order/One Time Inspection Program (TCTO/OTI) as outlined in AMCI 21-101 and AMCI 21-109. It assigns overall administrative management of the 62d Logistics Group (62 LG) TCTO/OTI program to the 62 LG Phoenix Star office (QAP) and provides a simplified certification and distribution checklist. This instruction applies to all maintenance personnel assigned or attached to the 62d Airlift Wing.

1. GENERAL. AMCI 21-101 and AMCI 21-109 provide general guidance for managing the TCTO/OTI program, certification process, dispatch of responsible workcenters, and the work to be performed.

2. COMMAND TCTO/OTI, IMMEDIATE OR URGENT-ACTION.

2.1. Any agency (AGS, MXS, etc) contacted by higher headquarters for a: Category "1"-Immediate, or Category "2"- Urgent Action, TCTO/OTI will immediately contact MACC who will in turn call the 62 LG Plans, Scheduling & Documentation (P&S) and 62 LG Quality Assurance Assessment Office (QAA). QAA will recall QAP personnel as required.

2.2. QAA or QAP will review the TCTO/OTI for applicability and (in the absence of TODO) date stamp two copies. Forward one to the P&S Office and file one copy in the T.O. library. Go to Para. **5**.

3. COMMAND TCTO/OTI, ROUTINE OR RECORD EVENT. TODO will check the Defense Messaging System (DMS) mail daily and retrieve the applicable TCTO/OTI's, date stamp, file one copy in the T.O. library then forward one copy to QAP to review for applicability. QAP will then forward it to the P&S Office. Go to Para. **5**.

4. LOCALLY GENERATED OTI (LOTI).

4.1. This section establishes LOTI procedures for the 62 LG for the purpose of tracking, review, distribution, and accounting. Any individual can submit a LOTI request to QAP.

4.2. QAP will forward the LOTI request to QA Supervision for initial approval then:

4.2.1. Format the LOTI using the template in attachment 1, then coordinate the processing, and review.

4.2.2. Assign a TCTO category of: 1-Immediate, 2-Urgent Action, 3-Routine or R-Record/Event, (Note: OTI's generally have "R" as the category). QAP will also assign an OTI number/data code (example: MM98003). MM denotes a McChord AFB OTI, followed by the last two digits of the year and the assigned three-digit sequence number.

4.2.3. Coordinate the OTI with QAA, appropriate squadron maintenance supervision section(s), and QA Supervision for final review before presentation to the LG Commander for approval.

4.3. TODO (in the absence of QAP/QAA) will date stamp approved OTIs, post the original in the Local OTI binder (kept in TODO library), and forward one each copy to the OPR and Plans and Scheduling. Go to Para 5.

## 5. DISTRIBUTION FOR ALL TCTO/OTI, LOTI'S.

5.1. Upon receipt of a date-stamped copy of the TCTO/OTI or LOTI, Plans & Scheduling (P&S) will: Convene a TCTO/OTI meeting with representatives from QAP or QAA, the primary workcenter, and all other affected workcenters. Distribute copies of the TCTO/OTI to the representatives prior to the meeting, allowing sufficient time for review. To include supply when parts are required.

5.2. The first time the TCTO/OTI or LOTI procedures are complied with Quality Assurance (QA) will validate the process ensuring proper application/procedures/techniques (including any IPIs) prior to the remainder of the fleet being accomplished.

5.2.1. After the initial validation QA will follow-up at least 10 percent of the accomplished TCTO/OTI or LOTI packages. Plans Scheduling & Documentation (PS&D) monitors and records accomplishment of the TCTO/(L)OTI in aircraft historical records using GO81's screens #8020 & # 8027.

## 6. INSPECTION RESULTS.

6.1. Maintenance Data Collection (MDC) will be taken by the appropriate shop affected by the TCTO and an AFTO form 349 will be forwarded to PS&D with findings of the TCTO entered in the corrective action block.

6.2. Disposition of the inspection results will be specified in the TCTO/(L)OTI. QA Supervision will review findings and make recommendations to 62 LG/CC for any further actions.

RAYMOND E. JOHNS JR., Col, USAF  
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